

COVID-19 Risk assessment (This risk assessment is subject to change in line with government advice and guidelines)

Assessment date: 21/05/2020

Name of assessor: Tanya Bond

Review date: 04/07/2020

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Social Distancing	All staff, children, parents and visitors at risk of transmitting or contracting the virus	2 meter social distancing rules will be put in place for all adults working at or accessing the service. Parents will not be allowed to enter the building during drop off and pick up. Children will be in small groups of no more than 8 per room and will stay in their assigned groups throughout the nursery week	3	5	15	Medium				
2	Drop off/collection	All staff, children, parents at risk of transmitting or contracting the virus	Drop off and pick up times to be staggered to allow only 1 at a time. Parents are asked to not come past the front gate/designated area	4	5	20	High				

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			<p>during drop off and pick up and are not permitted to enter the building. Parents will be asked to queue outside at a distance of 2 meters apart until called forward by a member of staff. A brief verbal handover will be given on pick up at a distance of 2 meters, Tapestry will be used for a more detailed handover, to limit the amount of time parents and staff spend face to face.</p> <p>On drop off children will have their temperature checked and be assisted in washing their hands. Only essential items will be allowed into the nursery, a bag containing a change of clothes, nappies and wipes. NO TOYS OR FOOD to be brought in from home.</p>								

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3	Isolation periods	All staff, children, parents and visitors	Isolation period of 14 days for anyone, and members of their household displaying covid 19 symptoms <ul style="list-style-type: none"> • Persistent cough • Temperature • Lose or change to smell or taste 	5	5	25	Very high				
4	Sickness/illness (staff & children)	All staff and children	Children will have their temperature checked when entering the building. Any child or staff member displaying symptoms of covid 19 will be sent home and asked to isolate for 14 days or in accordance with government guidelines.	5	5	25	Very high				
5	Emergency contact details/procedures	All children and parents	Parents will be asked to update their contact information before their	1	5	5	Very low				

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			child returns to the setting. Parents will be contacted immediately if their child shows signs of a temperature or other symptoms of covid 19.								
6	Handwashing Provision	All staff, children, parents and visitors	Sinks with hot water outlets and soap will be accessible at all times throughout the day. Hands must be washed at regular intervals throughout the day as well as on arrival and departure from the building, before and after eating/preparing food, after using the toilet and after sneezing/coughing into hands or touching ones face.	3	5	15	Medium				
7	Cleaning of equipment	All children and staff touching equipment at risk of	All toys and equipment will be disinfected between sessions/uses	3	5	15	Medium				

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		transmitting or contracting covid 19	of different groups of children. All toys and equipment will be disinfected if it has been put into a child's mouth. All soft furnishings and equipment/equipment not easily disinfected will be removed from the rooms.								
8	Sharing of resources	All children and staff at risk of transmitting or contracting covid 19	Equipment will only be shared within the child's group. Equipment will be disinfected before being used by a new group of children.	4	5	20	High				
9	Using outdoor space and equipment	All children and staff	Children will access the outdoor area at least once during their session. Only one group of children will access the outdoor area at a time	2	5	10	Low				

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			and children will always stay within their groups. Outdoor equipment will be disinfected between uses by each group.								
10	Supply of PPE	All staff	<p>PPE will be provided for all staff.</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable aprons • Face shields • Face masks <p>Disposable gloves and aprons MUST be worn when handling food, or when changing nappies/helping with toileting, or attending to an unwell child. Gloves and aprons must be changed between each to prevent transmitting disease.</p>	3	5	15	Medium				
11	Supply of food	All children and staff	Lunch and snacks will be provided for children attending the setting for a full day session.	3	5	15	Medium				

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			<p>A snack will be provided for children attending morning/afternoon sessions.</p> <p>Disposable gloves and aprons MUST be worn by staff preparing and distributing food.</p> <p>We ask that while strict procedures are in place, children DO NOT bring in lunch boxes/food from home.</p>								
12	Transport	All staff, children, parents and visitors at risk of transmitting or contracting the virus	<p>Where possible avoid the use of public transport to minimise the risk of transmitting the virus to the nursery.</p> <p>We recommend driving or walking to and from the setting.</p>	3	5	15	Medium				
13	Vulnerable adults/children	Vulnerable adults and children are at higher risk of contracting the virus or	Adults and children with pre-existing health conditions that may make them more vulnerable to the virus are recommended to	5	5	25	Very high				

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		developing worse symptoms	shield in line with government guidelines.								

Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm

4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
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Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.